



**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**NOTICE  
N JO 7210.640**

Cancellation Date:  
February 5, 2008

**SUBJ: TAXI INTO POSITION AND HOLD (TIPH) OPERATIONS**

---

1. **PURPOSE:** This notice provides modifications to Federal Aviation Administration Order (FAAO) 7210.3, Facility Operation and Administration, about taxi into position and hold.
2. **DISTRIBUTION:** This notice is distributed to select offices in Washington headquarters, service area offices, the William J. Hughes Technical Center, the Mike Monroney Aeronautical Center, and all air traffic field facilities.
3. **ACTION:** Facility managers must ensure that the provisions of this notice are implemented before conducting TIPH operations.
4. **EFFECTIVE DATE:** February 5, 2007.
5. **CANCELLATION:** This notice cancels N 7210.622, Amendment to TIPH Operations, and the temporary waivers to N 7210.622.
6. **BACKGROUND:** Because of the rise in operational errors involving TIPH, the FAA recognized the need to reevaluate and to improve the application of TIPH operations in the National Airspace System (NAS). On March 21, 2006, the Air Traffic Organization (ATO) Terminal Services began the process of conducting a Safety Risk Management (SRM) study on the TIPH procedures used by air traffic controllers at airports throughout the NAS. The group members, referred to as the Safety Risk Management (SRM) panel, consisted of representatives from Terminal Services, Airspace and Procedures, Human Factors, Safety Management, Flight Standards, Safety Services, and an air traffic control field representative. The SRM panel members analyzed TIPH procedures for risk and developed strategies to mitigate the risks identified. They conducted a study of TIPH as described in FAAO 7110.65, Air Traffic Control, and FAAO 7210.3, and as described in N 7110.439 (General Notice [GENOT] 6/13) and N 7210.622 (GENOT 6/15). The panel then identified the associated hazards and mitigations to those hazards, including those mitigations contained in the GENOTs, to determine their effectiveness. The results of the SRM document were used to develop a new national standard for using TIPH.

---

Distribution: Electronic Distribution Only

Initiated By: AJR-0  
Vice President, System Operations Services

7. **PROCEDURES:** The following paragraphs are being changed to address the new procedures that are required when using TIPH:

a. Change Paragraph 2-6-5, Consolidating Positions, by adding subparagraph c to read as follows: When conducting TIPH operations, local control position shall not be consolidated/combined with any other non-local control position.

*REFERENCE –*

*FAAO 7210.3, Taxi Into Position and Hold Operations, Para 10-3-8.*

b. Add Paragraph 10-3-8, Taxi Into Position and Hold (TIPH) Operations, to read as follows:

(1) The air traffic (AT) managers must determine an operational need exists before conducting TIPH operations, to include such factors as capacity, efficiency, user input, etc.

(2) Before authorizing TIPH operations as specified in FAA Order 7110.65, the AT manager must ensure the following:

(a) A review of the impact that airport configuration and local conditions may have on the application of TIPH procedures.

(b) A facility directive has been prepared prescribing:

1. Local procedures for conducting these operations.

2. Methods to assist the local controller in maintaining awareness of aircraft positions on the airport. Such methods may include, but are not limited to, reading back the pilot's stated position, annotating flight progress strips, posting or arranging flight progress strips according to aircraft's intended takeoff position, or marking the location of aircraft with color-coded chips on a magnetic diagram of the airport.

*REFERENCE –*

*FAA Order 7210.3, Use of Active Runways, Para 10-1-7.*

3. The consolidation and staffing of positions.

4. The requirement for the safety logic system to operate in the full core alert runway configuration as an alternative to withholding landing clearance.

(c) Local control position must not be consolidated/combined with any other non-local control position. For example, local control must not be consolidated/combined with the front-line manager/controller-in-charge (CIC) position, clearance delivery, flight data, ground control, cab coordinator, etc. Local control can be combined with other local control positions to include tower associate (local assist) or local monitor position. When a Class B/helicopter

position with defined control tower airspace is established, this position can be combined with local control.

(d) The tower associate (local assist) position or a local monitor position must be staffed to permit more than one aircraft at a time to taxi into position and hold on the same runway between sunrise and sunset.

(e) The front-line manager/CIC position should not be combined with any other position.

(f) Ensure watch front-line managers/CICs review FAA Order 7210.3, Paragraph 2-6-1a, Watch Supervision, with an emphasis on maintaining situational awareness and management of the operational environment with a goal toward eliminating distractions.

(g) Do not authorize taxi into position and hold operations at an intersection between sunset and sunrise unless the following is implemented:

1. The runway is used as a departure-only runway.
  2. Only one aircraft at a time is permitted to taxi into position and hold on the same runway.
  3. Document on FAA Form 7230-4, Daily Record of Facility Operation, the following: "TIPH at INT of RWY (number) and TWY (name) IN EFFECT" when using runway as a departure-only runway. "TIPH at INT of RWY (number) and TWY (name) SUSPENDED" when the runway is not used as a departure-only runway.
  4. At least 90 days before planned implementation, AT managers must submit the local directive outlining this operation for Terminal Operations and Terminal Safety and Operations Support approval. Terminal Operations and Terminal Safety and Operations Support directors shall be notified of any proposed operational changes (e.g., a change to the runway or taxiway for conducting TIPH operations).
- (3) AT managers must submit operational need justification for TIPH and a facility directive to the appropriate Director, Terminal Operations (service area office) for approval. AT managers must maintain a copy of the approval correspondence from Terminal Operations.
- (4) The Director, Terminal Operations, must ensure an annual review of TIPH operations is conducted for those facilities employing TIPH. The results of this review shall be sent to the Terminal Safety and Operations Support Office by September.

8. **IMPLEMENTATION:** This notice must be implemented as of the effective date. This notice is valid for 1 year from the date of publication, or until published in FAAO 7210.3, whichever occurs first.

These changes will be included in the August 30, 2007, updates to FAAO 7210.3 as specified in the paragraphs identified in this notice.

A handwritten signature in black ink, appearing to read "M. Cirillo", with a stylized flourish at the end.

Michael A. Cirillo  
Vice President, System Operations Services  
Air Traffic Organization